

**Town of Norman Wells  
Minutes  
Regular Council Meeting #21-34  
Tuesday, December 7, 2021 7:00pm  
Council Chambers and Microsoft Teams**

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|-----------------|--|---|
| <b>Present:</b> | Frank Pope<br>Pascal Audet<br>Kacee Hunter<br>Kelly McCoy<br>Alexis Peachey<br>Trevor Smith<br>David Wever                   | Mayor<br>Deputy Mayor<br>Councillor<br>Councillor<br>Councillor<br>Councillor<br>Councillor   |
| <b>Staff:</b>   | Cathy Clarke<br>Karen Boudreau<br>Myles Erb<br>Mkhabela Masuku<br>Gary Micalyk<br>Lucas Nadeau<br>Hugo Pabke<br>Kayla Turner | Senior Administrative Officer<br>Finance Manager<br>Recreation Manager<br>Development Officer<br>Public Works Manager<br>Public Works Foreman<br>Utilities Manager<br>Governance and Community Engagement Manager |
| <b>Guests:</b>  | Chris Chivers- Microsoft teams<br>Cindy Collier<br>Bill Pratt- Microsoft teams   |   |

**1. Call to Order/Roll Call 7:00PM**

**2. Declaration of Conflict of Interest**

- Councillor Audet Items 7 c and d.
- Councillor Wever Item 8c.
- Councillor Smith Item 7b.

**3. Review and Adoption of Agenda**

Resolution

**'Be it resolved that the Agenda for the Regular Council Meeting, dated December 7<sup>th</sup>, 2021 is hereby adopted.'**

**Motion:** No. 21-34-01  
**Moved by:** Councillor Peachey  
**Seconded by:** Councillor Smith

**Motion Carried Unanimously**

**4. Delegation**

- None.

**5. Committee Reports**

a) Advancement of Equity and Inclusion Committee

- The Committee has put a call out to the community and communities in the region to join their book club which will be starting in January 2022.
- The book club will feature Indigenous and Canadian authors.
- The first committee meeting was held to onboard the new committee member and to review key definitions, the committee mandate, and by law.

b) Recreation Committee

- Recreation Committee Term report will be published on the Town Website.

c) Town Planning and Land Use Committee

- First meeting held to onboard new committee members.
- Review of committee by law and Council Procedures by law.
- Review of rolling agenda items.

## 6. Minutes

a) Special Council Meeting #21-33

Resolution

**'Be it resolved that the minutes for the Special Council Meeting, dated November 30<sup>th</sup>, 2021 are hereby adopted.'**

**Motion: No. 21-34-02**

**Moved by: Councillor Wever**

**Seconded by: Councillor Peachey**

**Motion Carried Unanimously**

## 7. New Business

a) Unplanned Spend- Drill Blast for Chip Seal

Resolution/Discussion

- This is not really an unplanned spend. This is for the quarry drill blast and crush as well as the engineering invoices for the chip seal project.
- This item was listed on the project funding cash flow sheet for 1.4 million dollars, however extra rock was needed for the road and inventory.
- Engineering invoices are now included in the total cost.
- MACA has recommended this is the best way to claim the expense back from CPI. It can now be claimed through CPI and then once the rock is used on the roads the material used for the chip seal can be claimed through Gas Tax to reimburse CPI.
- This work has already been paid for out of cash flow.

**'Be it resolved that the Council of the Town of Norman Wells hereby approves the unplanned spend for the Drill Blast for the Chip Seal Project for the amount of 1.7 Million Dollars.'**

**Motion: No. 21-34-03**

**Moved by: Councillor Peachey**

**Seconded by: Councillor Smith**

**Motion Carried Unanimously**

**Councillor Smith left the room at 7:09PM.**

b) NWT Housing (Marten Ave) Project

Discussion

- Information presented to Council informing them of the current situation with the Marten Ave NWT Housing Project.
- The Development Officer presented proposed solutions to address the ongoing water tank issue.
- Councillor Hunter noted that in the Water and Sewer Services By Law it notes that the owner shall submit proposed design plans to the Town for trucked service for review and approval prior to construction and asked if the contractors had submitted plans to the Town before construction started. The Development Officer responded, no. Councillor Hunter also asked if the Development Permit was reviewed prior to construction. The SAO responded that that is not apart of the Town's development permit process.
- The Development Officer recommends that the Housing Corporation adheres to Town by laws.
- The SAO noted that this by law has been enforced for other residents so it is only fair to treat everyone the same.
- Councillor Hunter asked if this is a common issue. The SAO responded that it is not a common issue but it has happened a number of times.
- Staff can remind residents of the by law moving forward.
- Mayor Pope asked if there will be a stop work order in the by law is not adhered to. The SAO responded that as per the letter that was sent to the Housing Corp., if timelines are not observed there will be a stop work order.
- Councillor Wever suggested adding this to the development permit as a checklist item.

**Councillor Audet left the room and Councillor Smith returned to the room at 7:15PM.**

c) Drainage RFP

Resolution/Discussion

- Core 6 to supervise the project to ensure it is up to their standards as they designed the RFP. This will ensure the finished product lasts a long time.
- As per the administrative report, there was a 2 million dollar difference between the submitted bids.
- The process is that of which the engineers go through both submissions to ensure they comply to what was requested and that they also comply to the terms of our federal funding. The engineers determined that there was nothing that would explain why there was that much of a spread between the bids.
- Councillor Wever asked what caused the costs to increase. The SAO responded that staff had originally asked council for up to \$1.5 Million dollars which was inclusive of materials. Materials costs have come in substantially higher. We have also now added site supervision and project management to the price.
- There are more than enough funds available to cash flow and fund the drainage project.

**'Be it resolved that the Council of the Town of Norman Wells hereby awards the RFP for the South Subdivision Development to Northridge Contracting Ltd. For the amount of \$1,261,841.52. This project will be up to \$2,300,000.00 inclusive materials/transport & site supervision.'**

**Motion: No. 21-34-04**  
**Moved by: Councillor Wever**  
**Seconded by: Councillor Peachey**

**Motion Carried Unanimously**

d) Chip Seal RFP

Resolution/Discussion

- The SAO noted that there was a million-dollar difference in price between bids for the chip seal project.
- The engineer's analysis is available to Council should they wish to review it.
- There is no supervision included in the cost as HRN did the previous chip seal and they are experts in the field.

**'Be it resolved that the Council of the Town of Norman Wells hereby awards the RFP for the Chip Seal Project to HRN Contracting Ltd . For the amount of \$2,207,594.66.'**

**Motion: No. 21-34-05**  
**Moved by: Councillor Smith**  
**Seconded by: Councillor Peachey**

**Motion Carried Unanimously**

**Councillor Audet returned to the room at 7:22PM.**

## **8. Old Business**

a) 2022 Operational Budget Second Reading

Resolution/Discussion

**'Be it resolved that the Council of the Town of Norman Wells hereby gives second reading to the 2022 Operational Budget.'**

**Motion: No. 21-34-06**  
**Moved by: Councillor Peachey**  
**Seconded by: Councillor Wever**

**Motion Carried Unanimously**

b) 2022 Capital Plan Second Reading

Resolution/Discussion

- Councillor Wever would like the flag poles removed from the capital plan. This is something that could be installed with a new building.
- Councillor Wever gave Councillor Audet the opportunity to leave the room at 7:24pm as discussion is regarding an excavator that may be purchased from his company. Councillor Wever is not opposed to purchasing equipment however he would rather not right now and amend the capital plan at a later date once further research has been presented.
- Gary will provide more information for third reading.

**'Be it resolved that the Council of the Town of Norman Wells hereby gives second reading to the 2022 Capital Budget.'**

**Motion: No. 21-34-07**  
**Moved by: Councillor Wever**  
**Seconded by: Councillor Smith**

**Motion Carried Unanimously**

**Councillor Audet returned to the room at 7:28PM but due to a conflict of interest did not vote.**  
**Councillor Wever left the room at 7:30PM.**

c) Mill Rates By Law Second Reading

Resolution/Discussion

- Councillor Hunter suggested increasing the mill rate on undeveloped lots to encourage development.
- Staff will present three options to Council for third reading.

**'Be it resolved that the Council of the Town of Norman Wells hereby gives second reading to Mill Rates By Law #21-20.'**

**Motion: No. 21-34-08**  
**Moved by: Councillor Peachey**  
**Seconded by: Councillor Smith**

**Motion Carried Unanimously**

**Councillor Wever returned to the room at 7:31PM.**

d) Council Honoraria By Law Second Reading

Resolution/Discussion

**'Be it resolved that the Council of the Town of Norman Wells hereby gives second reading to Council Honoraria By Law #21-19.'**

**Motion: No. 21-34-09**  
**Moved by: Councillor Smith**  
**Seconded by: Councillor McCoy**

**Motion Carried with 6 votes in favor and 1 against**

e) Water and Sewer Services By Law Second Reading

Resolution/Discussion

**'Be it resolved that the Council of the Town of Norman Wells hereby gives second reading to Water and Sewer Services By Law #21-18.'**

**Motion: No. 21-34-10**  
**Moved by: Councillor Wever**  
**Seconded by: Councillor Smith**

**Motion Carried with 6 votes in favor and 1 against**

f) Garbage Collection Services By Law Second Reading

Resolution/Discussion

**'Be it resolved that the Council of the Town of Norman Wells hereby gives second reading to Garbage Collection Services By Law #21-17.'**

**Motion: No. 21-34-11**  
**Moved by: Councillor Wever**  
**Seconded by: Councillor Smith**

**Motion Carried with 6 votes in favor and 1 against**

g) Service Rates By Law Second Reading

Resolution/Discussion

- Councillor Hunter suggested consistent rates for all facilities (licensed and a non-licensed fee for the curling club).
- Staff will bring back clarification regarding the curling club fees.

**'Be it resolved that the Council of the Town of Norman Wells hereby gives second reading to Service Rates By Law #21-21.'**

**Motion: No. 21-34-12**  
**Moved by: Councillor McCoy**  
**Seconded by: Councillor Wever**

**Motion Carried Unanimously**

## 9. Council Forum

- Councillor McCoy: None.
- Councillor Peachey: suggested all Councilors make an effort to attend committee meetings. Mayor Pope noted that he will be attending all committee meetings in January to listen in.
- Councillor Wever: asked Council to think about the NWTAC and their request for auction items and what Council would have to offer.
- Councillor Audet: requested the ice and snow be scraped off the roads.
- Councillor Smith: requested the roads be winged. The SAO responded that as per our policy the roads will be winged.
- Councillor Hunter: thanked staff for updating the minutes. He also shared some Covid-19 statistics for Norman Wells: there are 735 people in Norman Wells, 22% of which are unvaccinated meaning 161 people are unvaccinated. 124 people under the age of 12 and roughly 37 people over 12 are unvaccinated.
- Mayor Pope: advised Council that Imperial Oil has donated \$10,000 to the Town Free Pantry. He commended Pascal for the work being done on the Town Owned Lot Clean up Project. Mayor Pope also informed Council that Councillor Hunter will be reaching out to the Norman Wells Land Corporation to open up the doors of Communication with them.

## 10. Correspondence to Council

## 11. Correspondence from Council

## 12. Adjourn 7:44PM Moved by Councillor Smith.

Frank Pope, Mayor

Cathy Clarke, SAO